

**Administration/Labor Relations Employee Services Committee  
November 4, 2016  
Minutes**

**Committee members present:** Chairman David Hintz, Billy Fried, Robb Jensen and Bob Mott.  
Absent/excused: Ted Cushing.

**Others present:** Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Darcy Smith and Margie Sorenson (Finance), Kris Ostermann (Treasurer), Jack Flint (ITS) and Kerri Ison (Recording Secretary).

**Call to order and Chairperson's announcements:**

- Chairman Hintz called the meeting to order at 9:34 a.m. in Committee Room #2, Second Floor of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. The agenda lists the location of the meeting as First Floor Conference Room; a note was posted on the door noting location change. Motion by Fried/Jensen to approve the agenda as presented with the change of room noted. All ayes; motion carried.
- Chairman Hintz presented a petition to hold a special County Board meeting at 8 a.m. on 11/15/16 at the former Printpack building. A celebration will be hosted to pass the keys of the facility to Expera, a check presentation by the BCPL, followed by a tour of facility. The regular County Board meeting will follow at the Courthouse beginning at 9:30 a.m.
- Chairman Hintz noted the LRES Committee was not called to order due to a lack of a quorum. Discussion followed regarding the new rule from the Department of Justice (DOJ) regarding posting joint meetings, what qualifies as a joint meeting and DOJ requirements. Discussion also held regarding how discussion/action items should be listed on the agenda.

**Approve minutes:** Motion by Jensen/Mott to approve the minutes of 10/10/16, 10/11/2016 and 10/12/16 with the understanding that the date should be corrected to read October 10, 2016 not September 10, 2016. All ayes; motion carried.

**Out-of-county/state travel requests:** Motion by Jensen/Hintz to approve the Finance Director's attendance of the Wisconsin Government Finance Officers Association (WGFOA) Winter Conference in Marshfield, WI on December 1-2, 2016. All ayes; motion carried.

**Update to Code Section 1.30:** Desmond reviewed the responsibilities and requirements of the County's open records policy and presented updates to Section 1.30, modernizing the language to mirror the law. Discussion followed. Motion by Mott/Fried to approve the Ordinance Amendment updating Section 1.30 of the County Code with a change to line 36 ("his" should read "their"). All ayes; motion carried.

**Vouchers, reports, purchase orders, line item transfers and updates:**

County Clerk:

- Bartelt provided information on updated election procedures and residency requirements. She also discussed the increase in absentee ballot requests.
- Motion by Hintz/Jensen to approve the Clerk's vouchers as presented. All ayes; motion carried.

- Bartelt provided an update on the 2017 general/auto liability premium through WI County Mutual Insurance. She noted the County receives a discount for having multiple policies with them. The clerk has reviewed the policies as well as our insurance consultant. Discussion followed regarding deductibles. Motion Jensen/Hintz to authorize the County Board Chair to authorize the deductible amount (\$10,000 per occurrence) for policies with WI County Mutual Insurance for general/auto liability coverage. Lengthy discussion followed regarding claims. Committee members requested a comparison of different deductibles and premium history. Roll call vote: Mott-aye; Hintz-aye; Jensen-aye; Fried-nay. Motion carried. This agenda item should be revisited in January or February 2017.

Treasurer:

- Motion by Jensen/Mott to approve the Treasurer's bills as presented. All ayes; motion carried.
- Ostermann reviewed statement of cash for the period ending 8/31/16. Discussion followed.
- Ostermann reviewed long range plan for 2016-17. Discussion followed. Motion by Jensen/Mott to accept the Treasurer's long-range plan as presented. All ayes; motion carried.

ITS:

- Motion by Jensen/Hintz to approve the line item transfer and ITS vouchers as presented. All ayes; motion carried.
- Contracts for signature:
  - Flint provided contract for Multi State Information Sharing and Analysis Center to provide alerts for Internet attacks as part Homeland Security. There is no charge for this service. Discussion followed regarding risk.
  - Flint provided for contract renewal for Sargeant Laboratories for a system that monitors activity and tracking user activity. Cost is \$18,000 and is included in the budget.
- Flint provided ITS Status report for the 4<sup>th</sup> quarter of 2016 and reviewed in detail. Discussion followed regarding video conferencing, trouble shooting, email security and accomplishments. He is very proud of the ITS Team's accomplishments. Discussion followed regarding employee rewards.
- Flint gave an update of Information Systems – Business Systems User Group meetings and provided listing of identified projects. Lengthy discussion followed regarding projects, priorities and possible outsourcing. Discussion followed regarding budgeting for projects and maintenance fees.
- Flint provided IT Check-in Report for Committee review.
- Flint introduced A.J. Bunce, new Systems Administrator I for the department. Roundtable introductions were held.

Finance:

- Motion by Mott/Hintz to approve the Finance bills as presented. All ayes; motion carried.
- Sorenson reviewed the general investment summary for the period ending 9/30/16.
- Motion by Fried/Mott to approve the resolution for line item transfers and forward to County Board for approval. All ayes; motion carried.
- Sorenson presented line item transfer for Emergency Management. The department is applying additional state aid emergency government funds (discretionary funds), to

purchase a piece of safety equipment which is not directly related and not included in the budget. Lengthy discussion followed. Sorenson noted staff was invited to discuss this request. Committee requested staff attend the December meeting to discuss the line item transfer request. Sorenson noted the Sheriff requested a closed session for the discussion. Lengthy discussion followed regarding designated funds.

**2017 budget:** Sorenson noted changes made at the budget hearings have been posted and balanced to the motion passed by the Administration Committee. It was noted the budget is currently at the levy limit. Sorenson has received a request to provide a fiscal impact statement for a resolution approving a 1% wage increase to red-circled employees. Discussion followed regarding funds for additional step increases, reclassifications, wage increases and health insurance increases. Lengthy discussion followed.

**Resolution for 2017 budget:** Sorenson and Smith participated in a webinar sponsored by the WCCA, who suggested a resolution be prepared to show a simple majority or 2/3 majority upon approval of the 2017 budget. Discussion followed. Motion by Hintz/Jensen to approve the resolution concerning the budget and forward to County Board for consideration.

**Update on Efficiency Team:** Sorenson noted a draft report from the Efficiency Team was provided to departments. An informational meeting was held to explain the document rankings; only five department heads in attended. The Efficiency Team requested additional information from departments regarding program descriptions and set up appointments for departments to dispute their rankings. Mandated and non-mandated rankings were not weighted but included for informational purposes.

**Public comment/communications:** None.

**Items to be included on next agenda:**

- County Board code of conduct issue, DOJ ruling for posting meetings, Emergency Management line item transfer request (closed session).
- Next meeting: December 12, 2016 @ 9:30 a.m.

**Adjournment:** Motion by Fried/Hintz to adjourn at 12:37 p.m.

Respectfully submitted,



Kerri Ison, Recording Secretary

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David Hintz, Chair